

EDUCATIONAL FEE WAIVER APPLICATION INSTRUCTIONS

The following information has been taken directly from National Park Service Regulations (NPS-22). This is the guideline to be followed in granting education fee waivers. Bona fide educational or scientific institutions may qualify if the following conditions are met. Please Read Carefully. Your Application package must contain all of the following.

1. Current, official documentation of recognition as an educational institution by a Federal, State or local government entity, or other evidence attesting to educational status is attached (**e.g. ACCREDITATION LETTER or an EDUCATIONAL TAX EXEMPT LETTER**). **It is insufficient to merely state or imply this on official letterhead.** Your fee waiver **WILL NOT** be processed without one of these documents submitted with the application.
2. There must be a direct relationship between the visit purpose and the use of the Park. The visit must be to study some aspect/resource specific to the Forts. A general statement to the effect that the visit is for “educational purposes” **is insufficient by itself.** An explanation of what the educational purpose entails and how is related to Park resources is required. **(Course outlines, lesson plans, or a copy of the curriculum meet this requirement.)**
3. State the course number, description and/or a copy of the catalog description for college courses or an outline of student work required for K-12. The applicant must be **providing educational credit hours based on a specific course of instruction to group participants.**

Number of Chaperones allowed under fee waiver criteria:

20 College students - 1 Chaperone

10 High School students – 1 Chaperone

6 Elementary students – 1 Chaperone

Applications must be received 14 days in advance of the anticipated visit.

FEE WAIVERS WILL NOT BE GIVEN AT THE ENTRANCE STATIONS.

REFUNDS WILL NOT BE GRANTED.

If the application is approved, the group's official will receive a copy of the application with an approval signature--**Each group must present a copy of the approved fee waiver at the park entrance station. Fees will not be waived for groups who do not have a copy of the waiver.**

Fee waivers are not granted solely or partially on distance to their facilities and/or economic justification.

Organizations that are generally considered service, civic or fraternal, e.g. Scouting, Rotary, Elks, etc. **DO NOT** qualify for the education fee waiver, unless they meet the above applicable criteria.

Mail o Fax application to: San Juan National Historic Site

Fort San Cristobal

Attn; Fee Manager

501 Norzagaray St,

San Juan, PR 00901

Telephone: (787) 729-6777 **Fax:** (787) 289-7972/7165

Email: cesar_carreras@nps.gov

United States Department of the Interior

NATIONAL PARK SERVICE

San Juan National Historic Site
Fort San Cristobal
501 Norzagaray St,
San Juan, PR 00901

APPLICATION

EDUCATIONAL FEE WAIVER FOR EDUCATIONAL OR SCIENTIFIC STUDY

Name of Institution _____

Address _____

Official in charge of group _____ On-site Contact and Cell Phone Number: _____

Number of *STUDENTS* _____ Number of Faculty/Chaperons _____

San Cristobal _____ El Morro _____

Date of Visit _____ Date of Visit _____

Time of Visit _____ Time of Visit _____

1. Course Title, Catalog Number, and Description or Grade Level and Subject Matter

2. Explain the educational purpose of the trip. What aspect/resource of the park is to be studied:

3. I understand that the Code of Federal Regulations allows Fee Waivers only for educational and/or scientific institutions that are using the park for educational purposes. I hereby certify that the above detailed trip meets these requirements and therefore request that fees be waived. Current official documentation of recognition of affiliation as an educational institution by a Federal, State or local government entity, or other evidence attesting to educational status is attached (e.g *accreditation letter, educational tax exempt letter*).

Name & Signature of official In charge of Group

Title

Telephone #

Fax #

NATIONAL PARK SERVICE APPROVAL

Required Documentation Type _____

Signature of Park Official: _____

Title: _____ Date: _____

You must have this fee waiver in your possession when arriving at the park's entrance station. Each group must present a copy of the approved application. If you need to cancel your reservation please call (787) 729-6777/6960